

**EMBASSY OF BRUNEI DARUSSALAM IN BEIJING,
PEOPLE'S REPUBLIC OF CHINA
NOTICE NO. 001 / 2026**

- 1. Position:** **Driver**
Employment Type: **Permanent, Full Time**
Salary Scale CH E.1: **USD 600.00 to USD 1,950.00**

Main Responsibilities

- To serve as Official Driver for vehicles of the Embassy.
- To maintain the cleanliness, appearance and roadworthiness of Embassy vehicles at all times.
- To carry out driving duties and other related tasks as instructed by the Head of Mission and officers at the Embassy.
- To uphold the good image and reputation of the Embassy, recognizing that drivers are among the public-facing representatives of the Embassy.

Minimum Qualifications and Requirements

- Male.
- Minimum **five (5) years proven working experience as a Driver**, preferably in a professional or official capacity.
- Holder of a valid driving license with a clean driving record; possession of an International Driving Permit (IDP) will be an advantage, if applicable.
- Excellent knowledge and familiar with the transportation network and road systems in Beijing, including major routes, traffic regulations and navigation applications.
- Ability to communicate effectively in spoken English and proficient in Mandarin Chinese for daily work.
- Possess at least Secondary School Qualification.
- Willingness to work beyond office hours, including during weekends and public holidays, when required (overtime payment will be paid in these circumstances).
- Previous experience working with an Embassy, International Organisation or other international working environment will be considered an added advantage.
- Willing to comply with all Embassy rules and regulations, including security clearance requirements.

Salary and remunerations

- Starting salary from **USD 600.00 per month** inclusive of benefits such as bonuses and annual leave.
- Further details on remuneration and benefits will be disclosed to successful applicants.
- Only shortlisted candidates will be notified.

Applications

- Eligible and qualified applicants are invited to submit their Curriculum Vitae (CV) together with supporting documents, including copies of certificates, reference letters, testimonials and one (1) recent passport-sized photograph, via email to:

beijing.china@mfa.gov.bn

(Attention: Administration Section)

- Applications must be received no later than **30 March 2026**.
- Incomplete applications will not be considered.